

How to Encode Cards

- 1. Prior to the process, verify this setup first.
 - a. From **Card Fueling**, click **Setup**. Then Select and Open target **Network**.
 - b. In **Details Tab**, verify **Card Encoding Integration**. This must be enabled

Network - PP NETWORK

New Save Delete Search Undo Close

Network ID: PP-NETWORK Description: PP-NETWORK-7277 Network Type: Fuel/Trade

Details Site Site Tax Group Card Type Tax Code Items Product Authorization CFN State Code PacPride Host ID Connection Audit Log

Network Participant ID: Linked Network Cards: Post Foreign Sales to AR/Inventory: ☒ Foreign A/R Customer: City of Fort Wayne Remote A/R Location: 8888 Fort Wayne Sub Distributor Site: Link Network ID: Import Path: Import Mapping for Trans: * Big Trade Advance Import Mapping for Trans: Import Mapping for Cards: Import Mapping for Network Cost: ISO: Account Length: 0 Card Length: 0 Next Auto-Assign Card #: Network Fees: Foreign Fee per Gallon for FT: 0.000000 Remote Fee per Trans: 0.000000 Remote Fee per Gallon: 0.000000 Communication Fee Monthly Charge: 0.00000 Communication Fee Per Gal: 0.000000 Remote Transaction Taxes: SST from In state Sites-pass to Exempt customers: ☒ FET-DO NOT pass to exempt customers: SET-DO NOT pass to exempt customers: LC Tax-DO NOT pass to exempt customers: Allow Exemptions on Ext Remote/Retail Trans: No Select LC code: Card Encoding Integration: ☒ Global Card Expiration Date:

- i.
- 2. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.

Search Accounts

Close

Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 24 records

Account Number Contains Add Filter Clear Filters

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
100-100000	Card Fueling	260-555-4213	7676 North Trucking Way	Fort Wayne	IN	46815	<input checked="" type="checkbox"/>	Weekly Volume Discounts	M	Local PW Index
100-100000	Card Fueling	(433) 572-4	4242 Flagstaff Cove	Fort Wayne	IN	46815	<input checked="" type="checkbox"/>	No Discount	M	Local PW Index
100-100000	City of Fort Wayne	(260) 427-1234	200 East Berry St, Suite 42	Fort Wayne	IN	46802	<input checked="" type="checkbox"/>	Monthly Volume Discounts	M	Local PW Index
100-100000	Card Fueling		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	<input checked="" type="checkbox"/>	Monthly Volume Discounts	BW	
100-100000	Card Fueling	260-555-4594	1564 West Main St	Fort Wayne	IN	46804	<input checked="" type="checkbox"/>	No Discount	BW	
100-100000	Card Fueling	5035551212	7414 Hazel Dell Avenue Suite 228	Vancouver	WA	98665	<input checked="" type="checkbox"/>	No Discount	M	Local -03 Employee Di
100-100000	Card Fueling	3605551212	1209 Lakeview Ave	Vancouver	WA	98665	<input checked="" type="checkbox"/>	No Discount	M	

- 3. In **Account** search screen, select the account to be opened. This will highlight the row and check the corresponding checkbox before the Account Number.

Search Accounts

Close

Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 24 records (1 selected)

Account Number Contains Add Filter Clear Filters

<input checked="" type="checkbox"/>	100-100000	Card Fueling	260-555-4213	7676 North Trucking Way	Fort Wayne	IN	46815	<input checked="" type="checkbox"/>	Weekly Volume Discounts	M	Local PW Index
<input type="checkbox"/>	100-100000	Card Fueling	(433) 572-4	4242 Flagstaff Cove	Fort Wayne	IN	46815	<input checked="" type="checkbox"/>	No Discount	M	Local PW Index
<input type="checkbox"/>	100-100000	City of Fort Wayne	(260) 427-1234	200 East Berry St, Suite 42	Fort Wayne	IN	46802	<input checked="" type="checkbox"/>	Monthly Volume Discounts	M	Local PW Index
<input type="checkbox"/>	100-100000	Card Fueling		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	<input checked="" type="checkbox"/>	Monthly Volume Discounts	BW	
<input type="checkbox"/>	100-100000	Card Fueling	260-555-4594	1564 West Main St	Fort Wayne	IN	46804	<input checked="" type="checkbox"/>	No Discount	BW	
<input type="checkbox"/>	100-100000	Card Fueling	5035551212	7414 Hazel Dell Avenue Suite 228	Vancouver	WA	98665	<input checked="" type="checkbox"/>	No Discount	M	Local -03 Employee Di
<input type="checkbox"/>	100-100000	Card Fueling	3605551212	1209 Lakeview Ave	Vancouver	WA	98665	<input checked="" type="checkbox"/>	No Discount	M	

- Click **Open Selected** toolbar button. This will open the selected card account. **Cards** tab will be the default tab.

Search Accounts

Close

Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 24 records (1 selected)

Account Number Contains Add Filter Clear Filters

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
0001005036	City of Fort Wayne	260-555-4213	7676 North Trucking Way	Fort Wayne	IN	46815	✓	Weekly Volume Discounts	M	Local FW Index
0001005036	North House	(433) 572-4	4242 Flagstaff Cove	Fort Wayne	IN	46815	✓	No Discount	M	Local FW Index
0001005036	City of Fort Wayne	(260) 427-1234	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	Local FW Index
0001005036	Joseph Road Trucking		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
0001005036	ABC Trucking	260-555-4594	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	
0001005036	Team Insurance	5035551212	7414 Hazel Del Avenue Suite 228	Vancouver	WA	98665	✓	No Discount	M	Local - 03 Employee O
0001005036	Red Hagen / Hens / Hens	3605551212	1209 Latview Ave	Vancouver	WA	98665	✓	No Discount	M	

Account - 0001005036 City of Fort Wayne

New Save Delete Search Undo Invoice Cycle Price Rule Group Customer Close

Details Invoice Format Quote Cards Vehicles Driver Pin Departments Miscellaneous Purchase Orders Audit Log

+ Add Open X Remove Add To Encoding De-Activate Card Locked Unlocked Export View Filter (F3) 14 Total Record(s)

Network ID*	Card Number*	Card Description	Card Pin Number	Card Type	Entry Code	Department
CFN	1001005036	1001005036	11			
PacPride	1001005036	1001005036	10000			
PacPride	1001005036	1001005036	1111			
Private	1001005036	1001005036	10000	Driver Card		Garbage
PacPride	1001005036	1001005036	10000			Police
CFN	1001005036	1001005036	10000			
PacPride	1001005036	1001005036	10000	PrideAdvantage		Street
PacPride	1001005036	1001005036	10000	PrideAdvantage		Garbage
PacPride	1001005036	1001005036	10000	PrideAdvantage		Police
PacPride	1001005036	1001005036	10000	PrideAdvantage		Street
PacPride	1001005036	1001005036	10000	PrideAdvantage		Police
PacPride	1001005036	1001005036	10000	PrideAdvantage		Police
PacPride	1001005036	1001005036	10000	PrideAdvantage		Garbage
PacPride	1001005036	1001005036	10000	PrideAdvantage		Maintenance

0.51s Ready Page 1 of 1 Refresh

- Select the Card to be added in Encoding Card. The Card must be Active.

Account - 0001005036 City of Fort Wayne

New Save Delete Search Undo Invoice Cycle Price Rule Group Customer Close

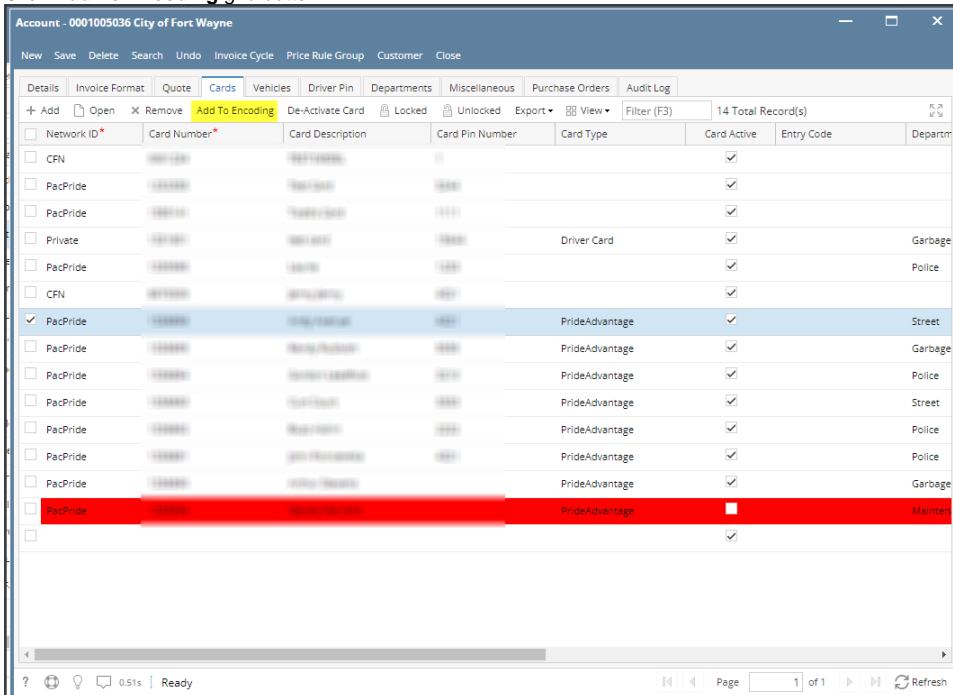
Details Invoice Format Quote Cards Vehicles Driver Pin Departments Miscellaneous Purchase Orders Audit Log

+ Add Open X Remove Add To Encoding De-Activate Card Locked Unlocked Export View Filter (F3) 14 Total Record(s)

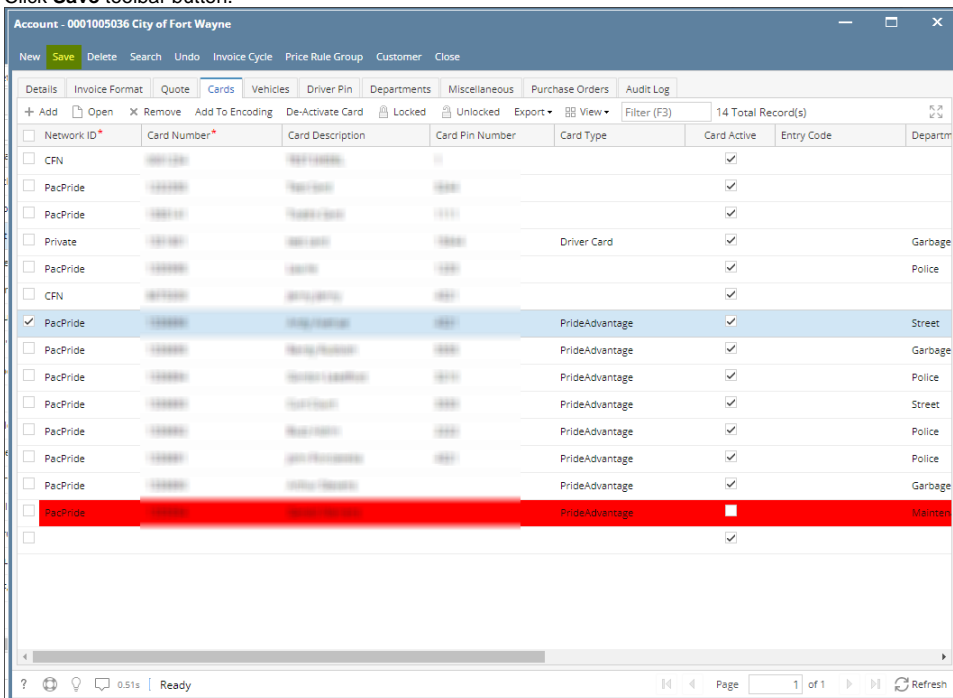
Network ID*	Card Number*	Card Description	Card Pin Number	Card Type	Card Active	Entry Code	Department
CFN	1001005036	1001005036	11		✓		
PacPride	1001005036	1001005036	10000		✓		
PacPride	1001005036	1001005036	1111		✓		
Private	1001005036	1001005036	10000	Driver Card	✓		Garbage
PacPride	1001005036	1001005036	10000		✓		Police
CFN	1001005036	1001005036	10000		✓		
PacPride	1001005036	1001005036	10000	PrideAdvantage	✓		Street
PacPride	1001005036	1001005036	10000	PrideAdvantage	✓		Garbage
PacPride	1001005036	1001005036	10000	PrideAdvantage	✓		Police
PacPride	1001005036	1001005036	10000	PrideAdvantage	✓		Street
PacPride	1001005036	1001005036	10000	PrideAdvantage	✓		Police
PacPride	1001005036	1001005036	10000	PrideAdvantage	✓		Police
PacPride	1001005036	1001005036	10000	PrideAdvantage	✓		Garbage
PacPride	1001005036	1001005036	10000	PrideAdvantage	✓		Maintenance

0.51s Ready Page 1 of 1 Refresh

6. Click **Add To Encoding** grid button.

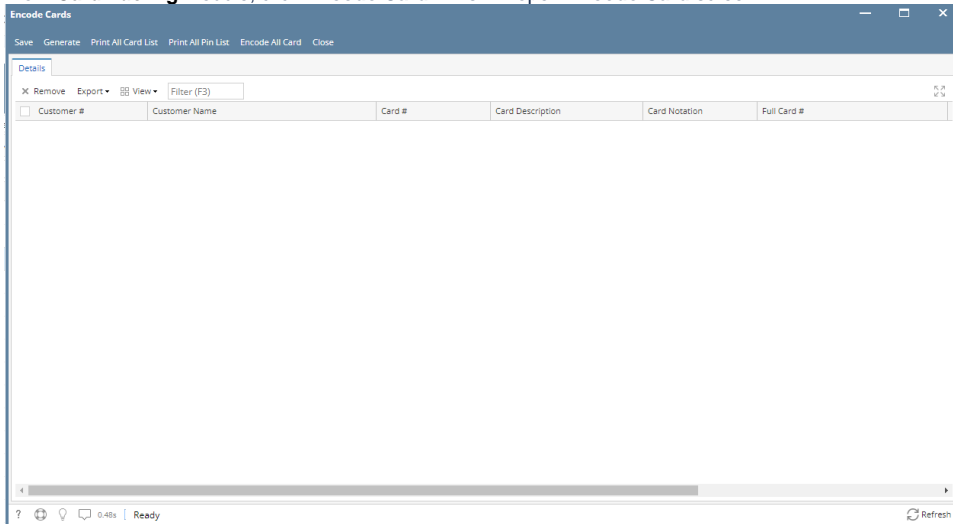


7. Click **Save** toolbar button.

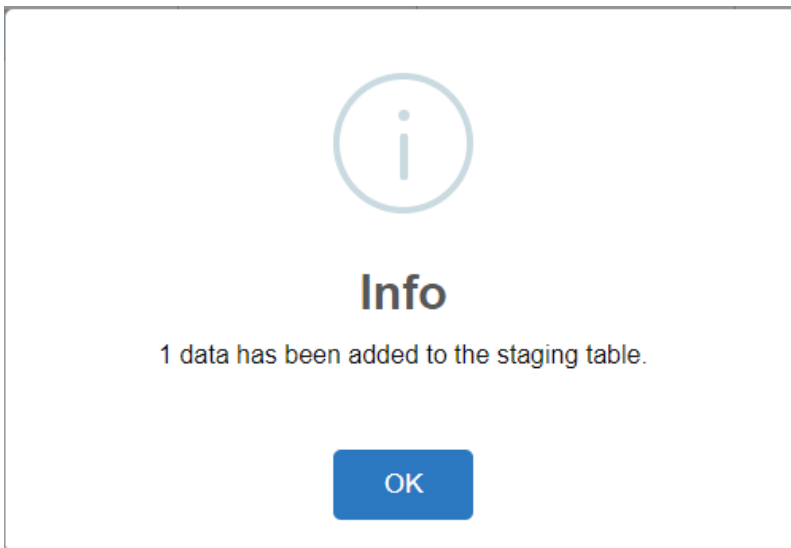
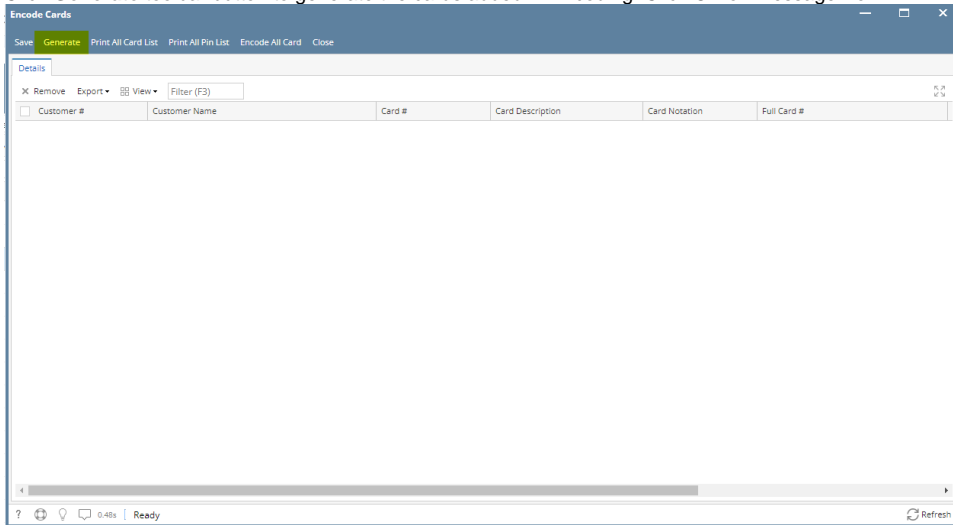


Verify Encode Card

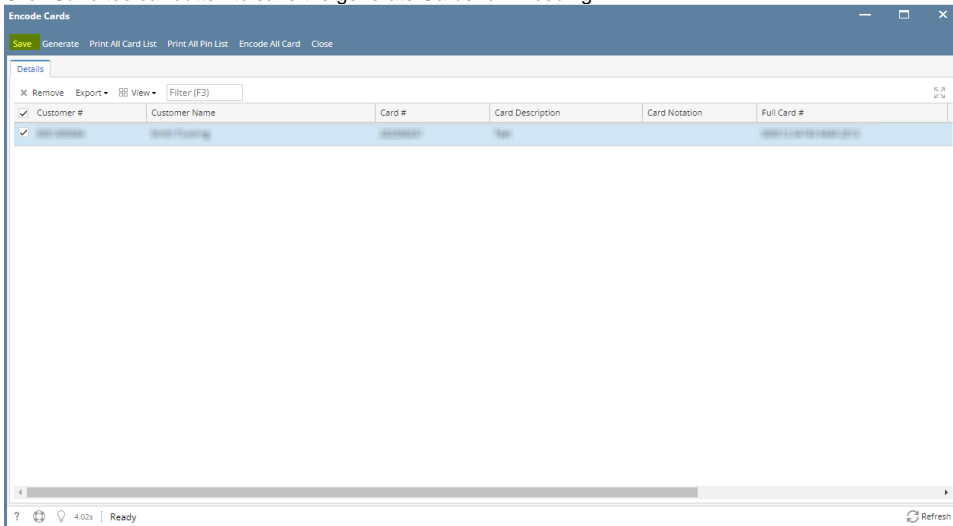
1. From **Card Fueling** module, click **Encode Card**. This will open **Encode Card** screen.



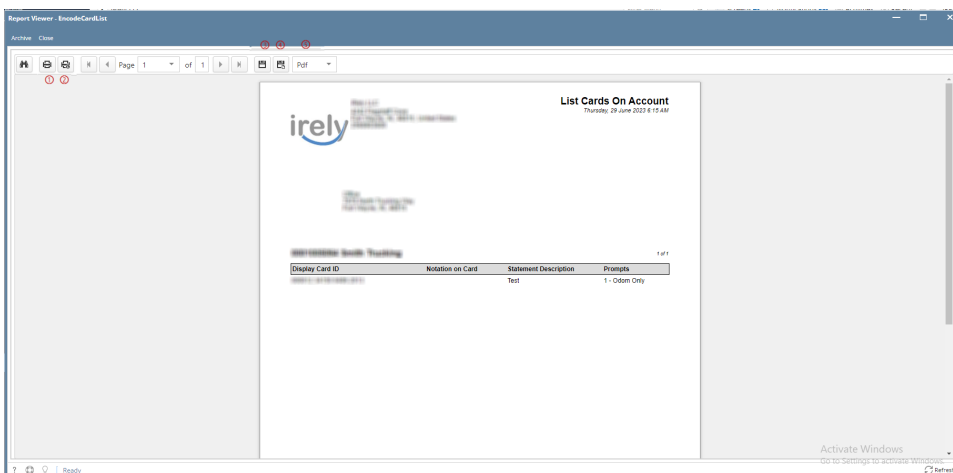
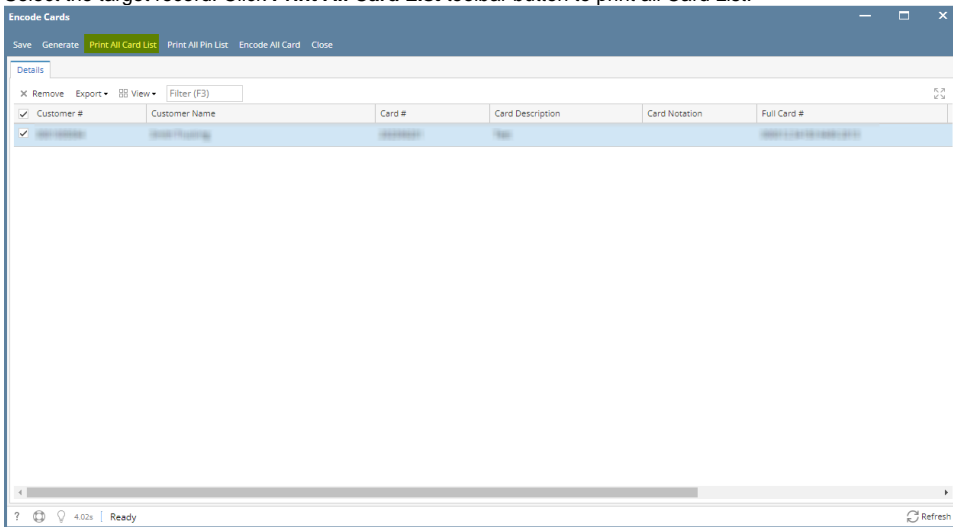
2. Click **Generate** toolbar button to generate the cards added in Encoding. Click OK on Message Box.



3. Click **Save** toolbar button to save the generate Cards for Encoding.

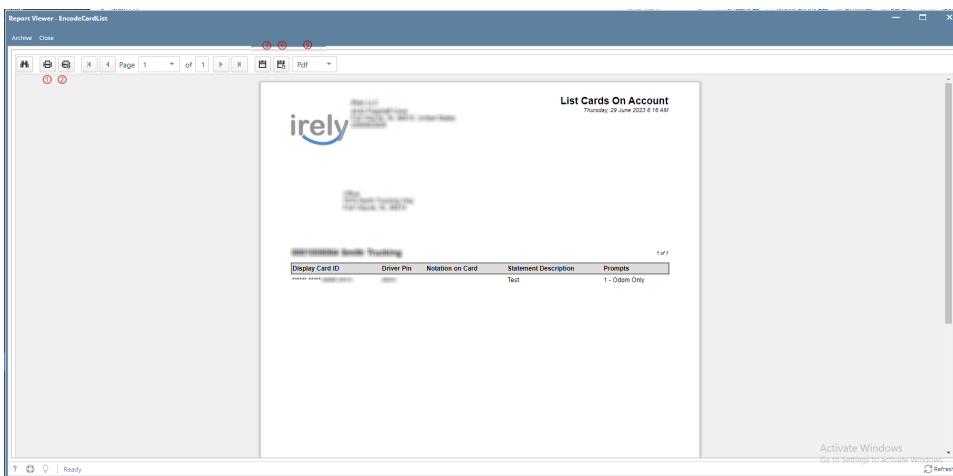
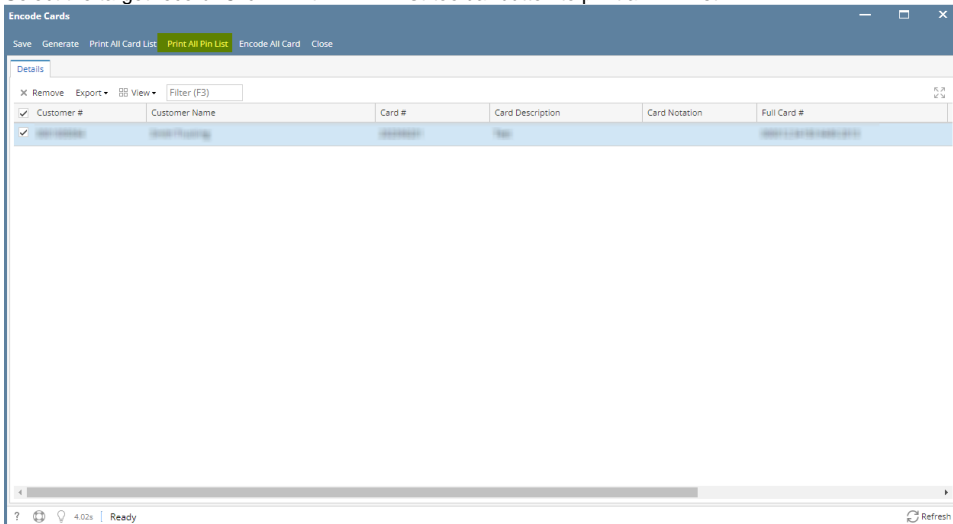


4. Select the target record. Click **Print All Card List** toolbar button to print all Card List.



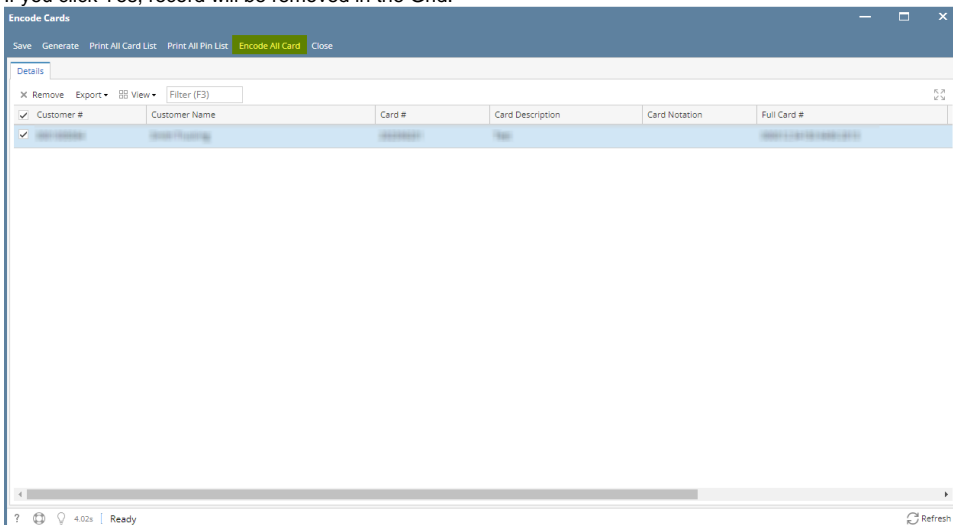
On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

5. Select the target record. Click **Print All Pin List** toolbar button to print all Pin List.



On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

6. Select the target record. Click **Encode All Card** toolbar button to encode all Cards. Click Yes on the Message Box if you want to continue the encoding. Else, No.
If you click Yes, record will be removed in the Grid.





Warning

Did Card Print and Encode OK?

Yes

No

Encode Cards

SaveGeneratePrint All Card ListPrint All Pin ListEncode All CardClose

Details

X RemoveExportViewFilter (F3)

<input type="checkbox"/> Customer #	Customer Name	Card #	Card Description	Card Notation	Full Card #
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4.02sReadyRefresh